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PADP-9

31 DEC 1970

MEMORANDUM FOR: Director, Support Information Processing  
System Task Force

SUBJECT : Contingency File Backup for Contract  
Information System (CONIF) Data

1. The Office of Computer Services (OCS) is currently transmitting selected computer-produced reports of inventory data directly to the Records Center to be stored as vital records. As a contingency file backup for the CONIF System, we request that similar arrangements be made for that data.

2. It has been suggested that a hard copy of the entire CONIF file might be sent, be supplemented by hard copies of the interim update transactions, then be replaced by a completely updated file at the end of each 6-month period. The suggested periodicity is satisfactory to us but we recognize that, from a cost/effectiveness standpoint, you might wish to select another alternative for storage of the backup data. A hard copy of the entire file currently occupies slightly more than one safe drawer.

3. We request that you give us your recommendation concerning the best approach to take. We would request, that after a method is selected, that OCS arrange for the automatic distribution of the backup file to Vital Records Storage as it currently does with our inventory data.

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John P. Blake  
Director of Logistics

Distribution:

Orig & 1 - Addressee

1 - OL/PMS

1 - D/L - Chrono

① - OL - Official

1 - OL/SD

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OL/SD/FSB/



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GROUP 1  
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020-7450